



University Center & Special Events

DIVISION OF STUDENT AFFAIRS

Food & Beverage Form

Please submit the completed form to the UCEN Operations Office located in Rudder Tower 103 at least 10 business days prior to the day of the event. This form must be completed and approved in order to have food at your event(s). This form does not order food. Please contact your desired caterer after this form has been approved by the UCEN.

Contact Name:		Telephone:
Email:		
Organization/Dept. Name:		
Event Name:	Event Reservation No:	
Event Date(s):	Estimated number of guests:	
Event Location:	Event Start Time:	
Serve Start Time:	Event End Time:	
Name of Caterer:		
Menu (food and beverage):		
Please note, all tables must be covered with linens during events with meals. Failure to cover tables may result in a \$10 cleaning fee per table.		
Who is providing linens:		
<input type="checkbox"/> Caterer <input type="checkbox"/> Self <input type="checkbox"/> Other _____		
Level of Service:		
<input type="checkbox"/> Buffet - Compostable <input type="checkbox"/> Buffet - China <input type="checkbox"/> Plated Meal <input type="checkbox"/> Box Lunch <input type="checkbox"/> Self Serve		
Type of Service:		
<input type="checkbox"/> Caterer Present <input type="checkbox"/> Pick-up by group <input type="checkbox"/> Delivery to room		
If you will not be using Chartwells, please provide your reason for using an alternate caterer and please explain below:		
<input type="checkbox"/> Cost <input type="checkbox"/> Availability of Food Choice <input type="checkbox"/> Quality <input type="checkbox"/> Service <input type="checkbox"/> Other		
Comment:		
Potlucks or events where participants bring self-prepared food items or home-made hot/cold items are not permitted in the UCEN facilities.		
FOR UCEN STAFF ONLY		
Received By:		Date Received:
Signature:		Approved: Yes No

Food and Beverage Form approved by UCEN Event Services must be on site at the event.